

APPROVED



**COMMISSION ON CORRECTIONAL PEACE OFFICER
STANDARDS AND TRAINING**

**CPOST Commission Meeting
March 13, 2003
CPOST Headquarters**

Commissioners Present

Commissioner Mike Knowles, Secretary
Commissioner Dennis Kent
Commissioner Bob Kirchner
Commissioner Carlos Sanchez

Alternate Commissioner Sharon Jackson
Alternate Commissioner Kirby Schmitt
Alternate Commissioner Sharon Lamar
Alternate Commissioner Nancy Baldwin

Commissioners Absent

Commissioner Vivian Crawford

Alternate Commissioner Yan Sum Dominguez

Executive Staff Present

Doug Peterson, Interim Executive Director
Laurel Alvarez, STSD Manager
DeLesa Swanigan, Administration Manager

Kenya Dogan, CPOST Support Staff

I. Introductions

The regular meeting of the Commission on Correctional Peace Officer Standards and Training (CPOST) was called to order by Secretary, Mike Knowles at 9:12 a.m. at CPOST Headquarters, 3161 Dwight Road in Elk Grove, California.

II. Approval of Meeting Minutes

Minutes of the December 11, 2002 (Special Meeting) and December 12, 2002 CPOST meeting were approved as written.

Motion: To approve the minutes for the December 11, 2002 and December 12, 2002 meeting.

Made by: Commissioner Sanchez and duly seconded

Motion: Adopted

III. Presentations by CPOST Staff

Apprenticeship Services Division

Doug Peterson, CPOST Interim Executive Director, informed the Commission that the Apprenticeship Services Division (ASD) has continued to indenture and train apprentices, provide ongoing support and training to the Local Apprenticeship Subcommittees, administer the veteran's educational benefit program, review apprenticeship credit applications, and work with the Division of Apprenticeship Standards to ensure the program's continued compliance with state and federal regulations.

Administrative Services Division

At the November 7, 2002 Commission Meeting, a contract resolution was passed authorizing CPOST Executive Director to execute contracts on behalf of CPOST. DeLesa Swanigan, Manager for the Administrative Services Division, informed the Commission that the resolution expired February 28, 2003.

Ms. Swanigan provided the Commissioners with a copy of CPOST budget summary and projected expenditures for the remainder of the year. Ms. Swanigan informed the Commission that CPOST would be submitting a freeze exemption to fill CPOST Research Analyst II position that was formerly held by James Ham.

Motion: That the Commission adopts the attached resolution authorizing the Executive Director continued authority to execute contracts on behalf of CPOST. The resolution deletes reference to an expiration date; however, the Commission at anytime deemed necessary can rescind such authority.

Made by: Commissioner Kirchner and duly seconded

Motion: Adopted

Selection and Training Standards Projects

Laurel Alvarez, Manager (A), Selection and Training Standards Division, informed the Commission of current projects the division is working on:

- *Stress Reduction Project*
Currently, 63 volunteers have completed medical assessment, and are in the process of completing personality surveys. CPOST is in process of working with O.H. Close to solicit 50-55 additional volunteers to ensure the research model has 100 volunteers.

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The dates for the training seminar are April 7 & 8 and April 10 & 11, for the training group at the Radisson Hotel in Stockton.

HeartMath Overview Presentation – Dr. Joseph Sundrum

Dr. Joseph Sundrum, the HeartMath representative presented an overview of the Stress Reduction Pilot Project and HeartMath's stress reduction training principles.

The HeartMath contract includes training for CPOST Commissioners and CPOST staff. The Commission scheduled a tentative date of May 9, 2003 for the HeartMath training.

Continuance of Selection and Training Standards Projects

Ms. Alvarez continued with her report of current projects the division is working on:

- *CDC Basic Correctional Officer Academy Evaluation*
A team of CPOST staff, CSUS students, and faculty is evaluating the 16-week CDC Basic Correctional Officer Academy that began January 6, 2003. As of March 7th, the team evaluators reviewed 64 classes. These classes represent 22 content areas. Overall, the team was impressed with the quality of the Academy instructors and looks forward to completing the evaluation.
- *Parole Agent Job Analysis*
The parole agent's questionnaires for CYA field and institutional parole agents will be distributed in April and May at a staff meeting. A video will accompany the questionnaires to standardize the instructions for completing the questionnaires.

CDC and the Union are not in agreement on the 7K training schedule for this year. The Union is concerned that staff will be impacted at the end of the year with training that exceeds their allotted hours.

- *Correctional Officer, Correctional Sergeant, Correctional Lieutenant Job Analysis Project*
On December 19, 2002, a meeting was held with the Union, CDC and CPOST to discuss conducting job analyses on the Correctional Officer, Correctional Sergeant, and Correctional Lieutenant classifications. On February 14, 2003, CPOST received a memo that stated "CDC could not move forward at this time with this project. While CDC recognizes the need for this project they felt they could not absorb the expenses associated with this project".

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- *Fire Fighter and Fire Chief Job Analyses*

Laurel informed the Commission that this project is currently on hold.

- *CDC Parole Academy Evaluation*

Stacey Gustafson from CSUS presented the findings of the CDC Parole Academy Evaluation to the Commission. A copy of the report was provided to the Commission.

**IV. CDC Parole Academy Findings
Presented by Rick Winistorfer – Parole Division**

Rick Winistorfer, Chief of Division Training for the Parole and Community Services Division gave a brief presentation to the Commission about the Parole Academy.

**V. CDC Twelve-Week Academy
Presented by Commissioner Carlos Sanchez**

Commissioner Sanchez asked that the Commission remove this item from the agenda, because it has to be addressed to the Legislature prior to discussion with the Commission.

**VI. Informational CYA Budget Impact on Training -
Presented by Alternate Commissioner Baldwin**

Alternate Commissioner Baldwin updated the Commission with the current budget cuts as they impact the training services division within the Youth Authority.

**VII. Sharing Training Resources with other Law Enforcement Agencies
Presented by Commissioner Sanchez**

Commissioner Sanchez made a short presentation to the Commission on behalf of Alternate Commissioner Dominguez who was unable to attend the meeting. Senator Presley directed Ms. Dominguez to work with local jurisdictions in the CDC institutions to take a look at having the departments utilize some of the training being provided by the local departments. At a future meeting Ms. Dominguez will present to the Commission a concept of having the Commission approve the lesson plans, or the outlines from those jurisdictions as training that is acceptable to CPOST.

**VIII. Appeals and Grievances Committee Report
Presented by Commissioner Bob Kirchner, Appeals and Grievances
Committee Chair**

Commissioner Kirchner, Appeals and Grievances Committee Chair, provided the Commission with a report of the Appeals and Grievances Committee recommendations on 1/8/03, 1/31/03, and 2/26/03 to approve/deny a number of requests for credit. Attached is Commissioner Kirchner report on the recommendations for credit request.

Motion: That the Appeals and Grievances Committee report as submitted by Committee Chairman Kirchner be accepted in its entirety.

Made by: Commissioner Kent and duly seconded

Motion: Adopted

Commissioner Kirchner presented Correctional Officer Bob Kiley's appeal for additional consideration of credit and a summary of the Appeals and Grievances Committee recommendation to deny the request.

Motion: That the Commission denies Correctional Officer Bob Kiley's appeal as outlined in the summary presented by Commissioner Kirchner.

Made by: Commissioner Sanchez and duly seconded

Motion: Adopted

Commissioner Kirchner presented Correctional Officer Young's appeal for additional consideration of credit and a summary of the Appeals and Grievances Committee recommendation to approve the request. Mr. Kirchner asked if the Commission would choose to give additional credit above that given by the Appeals and Grievances Committee to an apprentice who shows an exemplary work history and experience in a public community correctional facility.

Motion: That the Commission approves Correctional Officer Young's appeal and credit as outlined in the summary presented by Commissioner Kirchner.

Made by: Commissioner Sanchez and duly seconded

Motion: Adopted

Motion: That if the committee has any similar circumstances, as this one that it is acted on by the committee. The Appeals and Grievance Committee will come back to the Commission with a recommendation as to how to handle this in the future.

Made by: Commissioner Sanchez and duly seconded

Motion: Adopted

Commissioner Kirchner presented the Commission with the proposed Operating Procedures for the Appeals and Grievances Committee.

Motion: To accept the Appeals and Grievances Committee Operational Procedures.

Made by: Commissioner Kirchner and duly seconded

Motion: Adopted

Commissioner Kirchner informed the Commission that the credit granting procedures for Parole Agents has been suspended until further review could be made. The Committee requested a report depicting the work processes of California State Parole Agents and California Probation Officers for the purpose of judging how similar they are. In this review, a matrix of similarities was created, and it was found that the Parole Agents and Probation Officer job specifications were overlapping in several key areas. Therefore, the Appeals and Grievances Committee presented a proposal to the Commission on changes to the credit guidelines for Parole Agents. After discussing the proposal the Commission requested staff to do more analysis of the exact issues relative to pay, before the Commission take action on it.

Motion: To suspend the process of granting credit/transfer credit for Parole Agents.

Made by: Commissioner Kirchner and duly seconded

Motion: Adopted

**IX. Curriculum Review Committee Reports
Presented by Lt. Pietro DeSantis, Curriculum Review Committee Chair**

Lt. DeSantis, Curriculum Review Committee Chair, reported the business conducted by the CPOST Curriculum Review Committee during the period of December 12, 2002, through March 12, 2003. During that time, the Committee reviewed 93 lesson plans from both departments. Attached is Lt. DeSantis report on the recommendations of the reviewed lesson plans.

Motion: That the Curriculum Review Committee report as submitted by Committee Chairman DeSantis be accepted in its entirety.

Made by: Commissioner Baldwin and duly seconded

Motion: Adopted

Mr. DeSantis commended CYA staff on the quality of work that they have done over the years and that the loss of staffing will definitely impact upon the training with the Youth Authority and the training that CPOST reviews and approves.

Mr. DeSantis expressed his appreciation to Shirley Haines for all of the hard work that she has provided to CPOST and CDC Parole since 1997. Ms. Haines has been reassigned from CDC Parole and she will be truly missed.

Minutes Prepared By:
Kenya Dogan

X. Other Business

Commissioner Knowles informed the Commission to please look over CPOST rules and regulations and to submit any corrections to Laurel Alvarez within 30 days of the next scheduled meeting.

XI. Adjournment

The meeting was adjourned at 12:30 p.m.